

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

October 15, 2007

**CALL TO PODIUM:**

James D. Arnoult

**RESPONSIBLE STAFF:**

James D. Arnoult

**AGENDA ITEM:**

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
<b>X</b>	Consent Item
	Ordinance
	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

**TITLE:**

Resolution of the Mayor and City Council Authorizing the City Manager to Enter Into a Contract to Purchase One (1) 2008 Pick Up Truck with Snow Plow (\$24,367)

**SUPPORTING BACKGROUND:**

A Pick Up Truck was approved in the FY 08 budget for the Landscape and Forestry Division.

A bid was advertised in the Gazette. Bid packages were also distributed to five local truck dealers. Sealed bids were opened and tabulated on October 2, 2007. The following bids were received.

Criswell Chevrolet	\$24,367.00
King Pontiac GMC	\$25,983.78

Staff recommends award to the lowest bidder meeting specifications, Criswell Chevrolet 503 Quince Orchard Road Gaithersburg, MD 20878. There are sufficient funds budgeted in FY 08 Operating Budget.

**DESIRED OUTCOME:**

Vote on Resolution

# Resolution Request Form

## REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: James D. Arnoult Date of City Council Meeting: October 15, 2007  
Director, PW, PM & E

### **AUTHORIZING**

Purchase \_\_X\_\_ Award Contract \_\_\_\_\_ Transfer Funds \_\_\_\_\_ Negotiate/  
Execute a Contract  
\_\_\_\_\_

### **BID INFORMATION:**

Advertisement Date September 19, 2007  
Newspaper(s) Gaithersburg Gazette  
Bids Opened/Tabulated (date) October 2, 2007

### **DESCRIPTION OF ITEM(S):**

(Be specific; include quantity, item name, model number, etc.)

One (1) 2008 Chevrolet Pick Up Truck with Snow Plow.

### **CONTRACTED/PURCHASE FROM:**

Company Name: Criswell Chevrolet, Inc.  
Street Address: 503 Quince Orchard Road  
P. O. Box Number  
City/State/Zip: Gaithersburg, Maryland 20878

**CONTRACT/PURCHASE AMOUNT:** \$24,367.00

Check One: In the Amount of \_\_X\_\_ Not to Exceed \_\_\_\_\_

**FUNDS TO BE EXPENDED FROM:** Operating Budget \_\_X\_\_ Capital Improvements Budget  
\_\_\_\_\_

Account Number: 1341-596000 Landscape and Forestry Division  
(For Finance Department use only; not to be included in the Resolution)

**VERIFICATION OF AVAILABILITY OF FUNDS** Available \_\_x\_\_ Not available \_\_\_\_\_

\_\_\_\_\_  
Finance Dept.

\_\_\_\_\_  
Date

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND CITY COUNCIL  
AUTHORIZING THE CITY MANAGER TO ENTER INTO  
A CONTRACT TO PURCHASE ONE (1) 2008  
PICK UP TRUCK WITH SNOW PLOW

WHEREAS, an invitation to bid was duly advertised in the September 19, 2007, issue of the Gaithersburg Gazette, and sealed bids were opened and tabulated on October 2, 2007; and

WHEREAS, the Mayor and Council have determined to award a contract to the lowest bidder meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to enter into a contract to purchase One (1) 2008 Pick Up Truck with Snow Plow from Criswell Chevrolet, 503 Quince Orchard Road, Gaithersburg, Maryland 20878, in the amount of Twenty-Four Thousand Three Hundred Sixty-Seven Dollars (\$24,367); said funds to be expended from the Operating Budget.

ADOPTED by the Mayor and City Council this 15<sup>th</sup> day of October 2007.

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SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council  
in public meeting assembled on the 15<sup>th</sup> day  
of October 2007.

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David B. Humpton, City Manager